



Accountant III – General #01800

City of Virginia Beach – Job Description

Date of Last Revision: 06-06-2018

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 13

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Conduct and coordinate difficult and complex research, analysis, development, and summarization of certain financial information for audit purposes and financial reporting; and assist in the administration of the federally mandated annual financial and compliance audit on all city and school federal receipts.

Representative Work Functions and Responsibilities

Research, analyze, and summarize various financial records to develop complex financial reports such as certain uniform financial reporting transmittal forms required by the Commonwealth of Virginia Auditor of Public Accounts, financial statements, statistical tables, and notes within the Comprehensive Annual Financial Report and other financial reports for external entities.

Develop complex worksheets and research and analyze financial documents and records to develop complex schedules and working papers on such financial information as depreciation and loss on dispositions on the water and sewer utility system, utility system contributions from customers and developers and federal government, utility system construction in progress, financial analysis on cable franchise rate increase requests, and other such financial data for independent auditors, City Council and city departments.

Assist in the administration of the federally mandated annual financial and compliance audit on all city and school federal receipts, which includes the complex research, analysis, development, and summarization of all city and school federal grants, entitlements, and shared revenues; communication with the federal cognizant agency, federal grantor agencies, grantee departments, internal and independent auditors on audit requirements and compliance matters.

Assists in implementing generally accepted accounting principles to maintain the Certificate of Performance in Financial Reporting from the Government Finance Officers Association and an unqualified opinion from the independent auditors on the city's Comprehensive Annual Financial Report.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Expediently and effectively conduct and coordinate difficult and complex research, analysis, development, and summarization of certain financial information including coordination and supervision of the accounting staff related thereto; accurately and diplomatically communicate both orally and in writing with grantor agencies and grantee departments on specific inquiries and with other city departments and staff in providing financial information; and effectively complete related work as required in a clear and concise manner with all pertinent data properly documented.

Minimum Qualifications

Requires any combination of education (above the high school level) and/or experience equivalent to ten (10) years in field such as professional accounting in such positions as principal accountant or senior accountant that utilize the required knowledge, skills and abilities.

Preferred Qualifications

May vary with position assigned.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Thorough knowledge of accounting principles and auditing standards (especially those applicable to municipal government) promulgated by the American Institute of Certified Public Accountants, Financial Accounting Standards Board, Federal General Accounting Office, Commonwealth of Virginia Auditor of Public Accounts, and other recognized authoritative organizations.
2. Thorough knowledge of the modern methodology and techniques of financial accounting and reporting.
3. Thorough knowledge of governmental accounting, auditing, and financial reporting.
4. Knowledge of commercial law (especially relating to contractual agreements).
5. Knowledge of the applicability of automated data processing and microcomputer systems and software to financial accounting information systems.
6. Knowledge of business mathematics, statistics, and quantitative methods and general knowledge of economics.
7. Knowledge of the effect of Federal, State, and city laws and regulations on the City's financial accounting information system and procedures.
8. Knowledge of supervisory and personnel management techniques, including the coordination and allocation of certain tasks.
9. Knowledge in the Government Finance Officers Association Certificate of Conformance in Financial Reporting Program requirements.

B. Skills

1. Skill in developing detailed worksheets, schedules, working papers, and correspondence in communicating financial information and results.
2. Skill in applying statistical techniques and quantitative methods.
3. Skill in applying appropriate commercial law knowledge in the review of contractual agreements.
4. Skill in the clear and concise communication (both orally and in writing) of financial information to Federal, State, and City agencies with tact and diplomacy.

C. Abilities

1. Ability to provide guidance to the subordinate accounting staff, pre-audit and bookkeeping

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

- staff, and City departments on appropriate governmental accounting procedures and city finance guidelines, policies, and procedures.
2. Ability to establish and maintain effective working relationships with grantor agencies and grantee departments, and with other city departments and staff.
 3. Ability to make instructional presentations.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to time-related pressures that can be stressful at times.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.